



Envision Science Academy
1-to-1 Chromebook User Guidelines & Agreement
2022-2023 Issued Chromebook Program

Envision Science Academy strongly believes that technology resources are a tremendous source of information that provide countless opportunities for students and staff in the school. This 1-to-1 Issued Chromebook Program provides each student with a device which will enrich and support a collaborative learning environment.

Distribution and Collection of Chromebooks

Each year, the 1-to-1 Chromebook User Agreement must be submitted as part of the required beginning of the year paperwork. At the conclusion of each school year, students must turn in their Chromebooks and power cords for maintenance in the same condition as distributed. If a student withdraws from the school, the student must turn in the Chromebook on the last day of attendance. Failure to return the Chromebook either at the end of the school year or when withdrawing from the school will result in a fee of \$300 to cover the replacement cost of the device and case. In addition, the school may file a report of stolen property with local law enforcement if not returned. Students are responsible for any damages as determined by the school.

Asset Tags

All Chromebooks are labeled with a school asset tag. Asset tags may not be removed, modified or tampered with in any way. Students may be charged up to the full replacement cost of a Chromebook for tampering with a school asset tag or turning in a Chromebook without the school asset tag still in place on the Chromebook.

Protective Carrying Cases

Students must carry their Chromebook in the provided carrying case or protective cover at all times. It is very important that they do not carry their devices in their backpacks. The cases provided by the school come with a warranty against manufacturing defects. Normal wear and tear is not covered by this warranty. Cases and covers that are damaged beyond usability, due to normal wear and tear, will be replaced at no additional cost to the student / family by the school. Damage to the case that is willful or malicious and results in the case no longer being usable will be replaced at the cost of the student / family. Each case costs \$40. It remains the student's responsibility to care for and protect his/her device even with this layer of protection.

Logging into a Chromebook

Students will log into their Chromebooks using their school issued G-Suite for Education account. Login to assigned Chromebooks will be limited to the account of the student that it has been assigned to and the school's Technology Team. Use of another student's device is not allowed.

Taking Care of Your Chromebook

Each student is responsible for the general care of the Chromebook that he/she was issued by the school. Chromebooks that are broken or fail to work properly must be taken to the Technology Office as soon as possible. School-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebooks unattended unless locked in a secure location.

General Precautions

- Chromebooks should not be used near food or drink; used or stored near pets; and must remain free of any writing, drawing, stickers, and labels.
- Chromebooks should be used with caution when plugged in as the cord may be a tripping hazard.
- Chromebooks should not have heavy objects placed on them and should never be forced into a storage space.
- Chromebooks should be transported with care.
- Chromebooks should not be transported in backpacks, never be lifted or carried by the screen, and will not be removed from the school provided case.
- Chromebooks should be closed after making sure there is nothing on the keyboard.
- Chromebook screens should be cleaned with a soft, dry microfiber cloth or anti-static cloth and should not be cleaned with cleaning wipes.

Preparation and Use for the School Day

Each student is expected to bring a fully charged Chromebook to school every day but their charger should remain at home. The student's Chromebook must be taken to each class throughout the day. Inappropriate media may not be used or accessed at any time. The presence of such media will result in disciplinary action. Sound must be muted at all times unless directed otherwise by a teacher. Students should have their own, personal set of earbuds or headphones for sanitary reasons. Do not store earbuds or headphones inside the Chromebook portion of the case.

Using Your Chromebook Outside of School

Students are encouraged to use their Chromebooks for school work at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Chromebook use; however, some applications can be used while not connected to the Internet. Students are bound by the Acceptable Use Policy and Technology Policy in the Student/Parent Handbook and all other procedures in this document wherever they use their Chromebooks, whether on or off school campus.

Operating System and Security

A student may not use or install any operating system on his/her Chromebook other than the current version of Chrome OS that is supported and managed by the school. The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebooks.

Virus Protection

Chromebooks use the principle of "defense in depth" to provide multiple layers of protection against viruses and malware, including data encryption and verified boot. There is no need for additional virus protection.

Content Filter

The school utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, owned by the school, will have all internet activity monitored by the school no matter where it is located. If an educationally valuable site is blocked, a student should contact his/her teacher to request the site be unblocked. Ultimately, the responsible use of the Chromebook falls on the student and his/her parents.

Repair or Replacement

All Chromebooks in need of repair must be brought to the Technology Office as soon as possible. Staff will examine the Chromebook and take the appropriate solution path to get the device repaired. All repairs for accidental damage are covered. Repairs for damage caused through willful or malicious intent are the financial responsibility of the student / parents. If a power cord is lost then the student must make a payment for \$25 to the school to cover the replacement cost.

Lost, Stolen Chromebooks

If a Chromebook is lost or stolen during the school day, then the student or parents should contact the school office as soon as possible (919-435-4002). Proper direction and protocol will be provided at that time. If a student's Chromebook is lost or stolen outside of the school day, then the student and parents must contact local law enforcement and the school to report a theft within 48hrs of the incident. If the Chromebook was reported as stolen, a copy of the police report must be provided to the school as soon as possible.

No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law. The school may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the school. By using a Chromebook, students agree to such access, monitoring, and recording of their use. A paper/electronic report can be generated to include but not limited to the user log, and record of use. The report generated may be shared with Envision Science Academy Personnel and/or Law Enforcement.

Appropriate Uses and Digital Citizenship

School-issued Chromebooks are to be used for educational purposes and students are to adhere to the technology guidelines within the Acceptable Use Policy signed at the start of the school year and all of its corresponding administrative procedures at all times. Students in violation of these guidelines or other procedures in this 1-to-1 Chromebook Agreement will be subject to disciplinary actions. Students who do not adhere to these policies could have his/her Chromebook confiscated and network privileges at school could then be turned off.

Use of Loaner Devices

In the event that a student forgets to bring their device to school, a loaner will be made available for the duration of that school day. Loaners will be provided to the student when their device has to be kept by the technology team for service or repairs. The student / family assumes full responsibility for any loaner device in possession of the student as if it is the student's normally assigned device. Loaners will not be provided for devices that are damaged due to willful or malicious intent.

The technology team keeps a log of each time a student forgets their device. Loaner devices are available to each student up to 6 times during the school year. (Three times per semester. When Semester 2 starts all kids are reset to zero). This is the 3-strike rule. When a student has used up their strikes they will no longer receive a loaner and must negotiate with their teachers for alternative work accommodations. They may also have to have a conversation about “Responsibility” with the Dean of Upper Lower School or the Middle School Dean.

Understanding and Agreement

In order to receive a 1-to-1 Chromebook, the student and parent/guardian must agree to the following:

- I have read and understand the 1-to-1 Chromebook User Guidelines.
- I agree to follow the Envision Science Academy Acceptable Use and Technology Policies
- I understand that I am completely responsible for the device while it is issued to me.
- I understand that I am responsible for all repairs according to the *Repair or Replacement* Guidelines
- I understand that I will be financially responsible for all damage to the device that is caused through willful or malicious intent up to and including the full cost of replacement of the device and all it's accessories.
- I understand that I am not permitted to alter the design of the device. (No stickers or markings may be removed or added). **Removal of the serial number sticker from the bottom may result in a voided warranty and me being financially responsible for the device.
- I understand the device should not be placed or stored in extreme temperatures, in wet or humid areas, or in locations where damage may be caused due to environmental reasons..
- I understand that I am not permitted to loan the device to anyone else.
- I agree to return the device in the same condition in which it was checked out.
- I understand that if I am given a loaner device to use from the Technology Office, I must follow all parts of the guidelines listed above; including my financial responsibility for the loaner while in my possession. Loaners will be available from the Technology Office based on need and availability; misuse of this privilege by overuse may result in disciplinary action by my teachers, the technology team or school administration.
- I understand I am responsible for bringing my device to school charged and ready to use each school day.
- I understand that I will not be permitted to charge my device at school.

I have discussed this contract with my child and will support the school in guiding my child in using the device at home as an educational tool.